

OFFICE OF THE STATE COMPTROLLER  
JOB OPPORTUNITY  
FISCAL ADMINISTRATIVE ASSISTANT  
ACCOUNTS PAYABLE DIVISION

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on current exam list or Lateral transfer  
**Location:** 55 Elm Street, Hartford, CT  
**Job Posting No:** #99987  
**Hours:** Full-Time / 40 hrs. per week  
**Salary:** \$52,593 (AR 19) Starting Annual Salary  
**Closing Date:** 12/10/2013 - Application materials must be received by 5:00 p.m. by this date

The Office of the State Comptroller (OSC) is currently seeking qualified candidates to fill a Fiscal Administrative Assistant position in the Accounts Payable Division. This class is accountable for independently performing a full range of tasks in professional level fiscal and administrative functions.

**Eligibility Requirement:**

Candidates must have applied for and passed the Fiscal/Administrative Assistant examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Examples of Duties:** Examines the vendor profile forms and supporting documentation for accuracy, completeness and conformance with State statutes, regulations, and agency policy based upon knowledge of how the various components of the Core-CT vendor file populate and affect the various documents processed through the entire financial accounting module; reviews the vendor's business entity and type of services provided through the application of independent judgment to determine if Internal Revenue Service (IRS) reporting is required and type of reporting necessary; makes corrections as required, and advises agency of corrections; examines transactions using ad hoc reporting tools in Core CT; analyzes automated database queries and performs vendor updates; using Core-CT on-line queries and ad hoc reports, determines impact of requested change on State contracts, valid purchase orders, and vouchers; verifies the validity of reportability under regulations; performs an examination of vendors and analyzes results for duplicates; examines requests to ensure legality, propriety, and compliance with State statutes and agency procedures; Maintains database of federal form W-9, Request for Taxpayer Identification Number and Certification; Determines when the W-9 is required and ensures that a properly completed form is received from vendors; verifies the information on the W-9 form to the Core CT vendor file to ensure compliance with Federal 1099 reporting; provides technical and educational assistance to supervisor for training new and/or lower level employees; maintains written and verbal contact with vendors to ensure accuracy of vendor information; assists supervisor in implementation of the ACH/EFT program for vendor payments; reconciles vendor ACH payments monthly; provides appropriate forms to vendors and their financial institution; advises State agencies when a vendor's payment method has changed; maintains communication with vendors as applicable for accurate completion the form; reviews form completeness and compliance with Core-CT expenditure processing requirements; prepares daily reports for supervisory and managerial use; investigates returned checks for proper future distribution, inactivates vendors if necessary to prevent payments from being issued to invalid addresses; assists in the review of documentation for assignment/assumption of contracts; reviews various other contracts, financial documents and financial reports to ensure compliance with state statutes, federal regulations, and generally accepted accounting principles and practices; performs other related duties as required.

**PREFERRED EXPERIENCE AND SKILLS:**

- **Knowledge of ERP systems, (i.e. Core-CT, PeopleSoft, Oracle or other).**
- **Strong analytical and computer skills including extensive use and creation of Microsoft Access Databases and Excel Macros. Familiarity with SQL and/or VBA a plus.**
- **Excellent written and communication skills including analytical reports and drafting of memoranda.**

**EXPERIENCE AND TRAINING: General Experience:** Four (4) years of experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration, human resources, payroll, or purchasing.

**Note:** Complex clerical work is defined as generally routine fiscal/ administrative work, such as financial record keeping or examining, bookkeeping, requisitioning or payroll preparation at or above the level of Financial Clerk.

**Substitutions Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.
2. One (1) year as a Pre-Professional Trainee in fiscal/administrative work may be substituted for the General Experience.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements must submit a cover letter, a resume, three (3) letters of professional references from current and/or previous supervisors and an Application for Examination or Employment (Form CT-HR-12 – available at: [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf)) (Please indicate the job posting number on the application form). State employees must include copies of their last three (3) Service Ratings in lieu of references no later than the closing date at the top of this announcement to:

**Grace Soares, Human Resources Associate  
Office of the State Comptroller/Human Resources  
55 Elm Street, 2 Floors, Room 208  
Hartford, CT 06106**

**OR**

**Fax to: (860) 702-3324 (if faxing, only one application is necessary)**

**E-Mail: [grace.soaes@ct.gov](mailto:grace.soaes@ct.gov)**

**INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE WILL NOT BE CONSIDERED.**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.